



Maine Health and Environmental Testing Laboratory Electronic Test Ordering and Reporting Portal (ME-HETL ETOR)

User Manual

This document provides a quick overview of the Maine Test Ordering and Reporting Portal functionality. Its goal is to guide users in performing basic portal tasks like submitting test orders to the state lab, monitoring testing progress and accessing published reports.

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This document provides a quick overview of the Lab Web Portal functionalities. Its goal is to guide you to perform basic portal tasks, like submitting test orders to the Maine Health and Environmental Testing Laboratory (HETL), monitoring testing progress and accessing published reports. Its content may differ in some details from some of the products described.

All information provided here is subject to change without notice.

IMPORTANT NOTE:

Your facility must have an approved account with approved users in order to have access to the Maine HETL web portal. You may determine if your facility has an account by clicking on CREATE ACCOUNT and typing in the facility name on the line designated for ORGANIZATION. The listing is alphabetical.

Primary Phone*

Fax*

Organization Details

Organization

Welcome to Lab Web Portal (LWP)

The Production URL

Access the Portal login page by using the following URL:

<https://lwp-web.aimsplatform.com/me/>

Department of Health and Human Services

Username

Password

LOGIN

[Create New Account](#) [Forgot Password?](#)

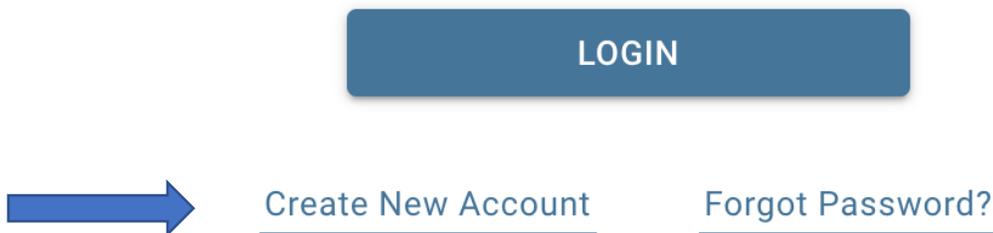
©2007 - 2020 iConnect Consulting, Inc. Order Support Technical Support 09 Jul 2020 23:05 8.2.0.1105

Click **Order Support** link at the bottom of the page to view lab contacts and information on where to send your specimens.

Click **Technical Support** link at the bottom of the page for technical support contacts.

Create New Account

Click **Create New Account** link under the **Login** button.



Create New Account page is displayed.

- Under the **Email** add an active email address. It will be used as a username.
- Complete the rest of the fields.
- Start typing the name of your submitting facility into **Organization** field to see if it already exists in the portal. If a match is found, select your facility from the popup list.
- Review “Term of Use” and “Privacy Policy” documents by clicking on the links. Check the boxes next to “Terms of Use”, “Privacy Policy” to agree. Agreement is required to request access.
- Click on **Create Account** to complete user registration process. A New User registration request will be sent to the portal administrator for approval.
- Once the request is approved, the user will be notified via email and will be able to login to the portal.



Create New Account

Account Details

Email *

Password *

Confirm Password *

First Name * Last Name *

Title *

Contact Details

Address *

City * State * ZIP *

Primary Phone * Fax *

Organization Details

Organization

I agree to the [Terms of Use](#) I agree to the [Privacy Policy](#)

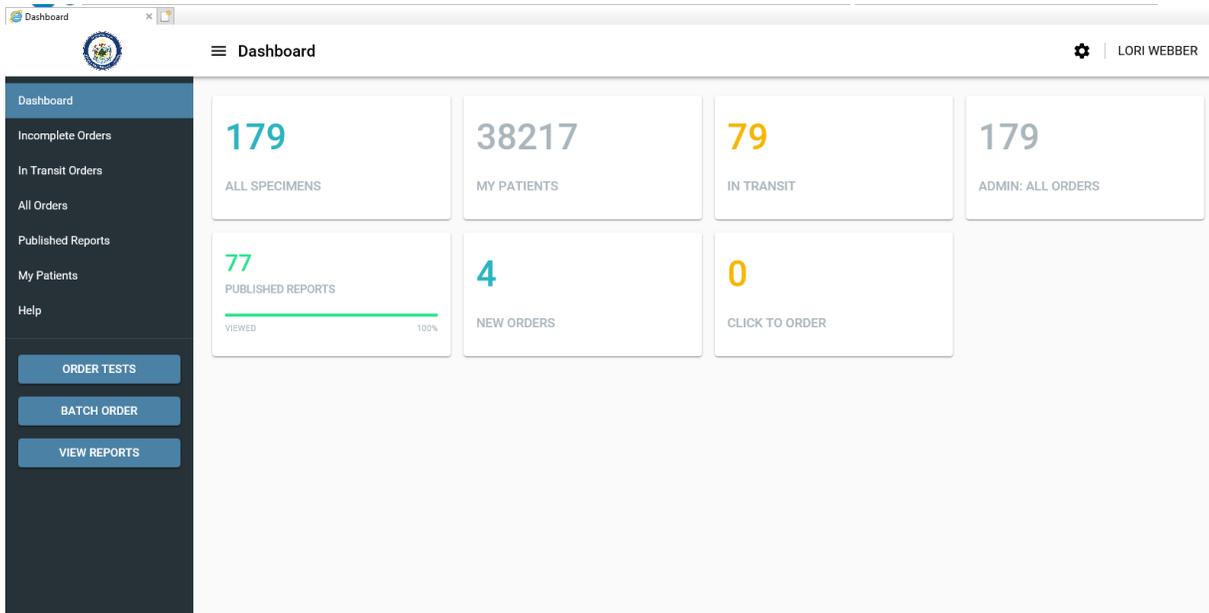
CREATE ACCOUNT

[Return to Login](#)

Once approval has been obtained, navigate back to the login page, type in the username and password and click on LOGIN button to access the Portal.

Navigating the LWP

The Navigation Panel



Dashboard is the first page you will see after logging into the Portal. It is the “control center” of the LWP where you can view key performance indicators and charts, track status of the existing test orders, and view published patient reports.

The Dashboard is editable: click  on the upper right corner, next to your name.

Incomplete Orders – started, but not yet submitted orders.

In Transit Orders – orders that have been submitted but not yet received by the lab.

All Orders – all samples submitted by user organization regardless of status;

Published Reports – orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font;

My Patients – view your patients’ list;

Help - view portal help.

Collapse the Navigation Panel by clicking the  button next to the logo in the upper left corner. This functionality applies to other pages in the portal as well.

NOTE: Not every user role has access to all the options.

The Call-to-Action buttons

There are 3 blue buttons on the bottom left side of the Navigation Panel.

Order Tests – order SARS-CoV-2 test using a preconfigured Test Requisition Form;

View Reports – view all “unread” reports published for user organization;

Batch Uploads - upload multiple test orders at once.

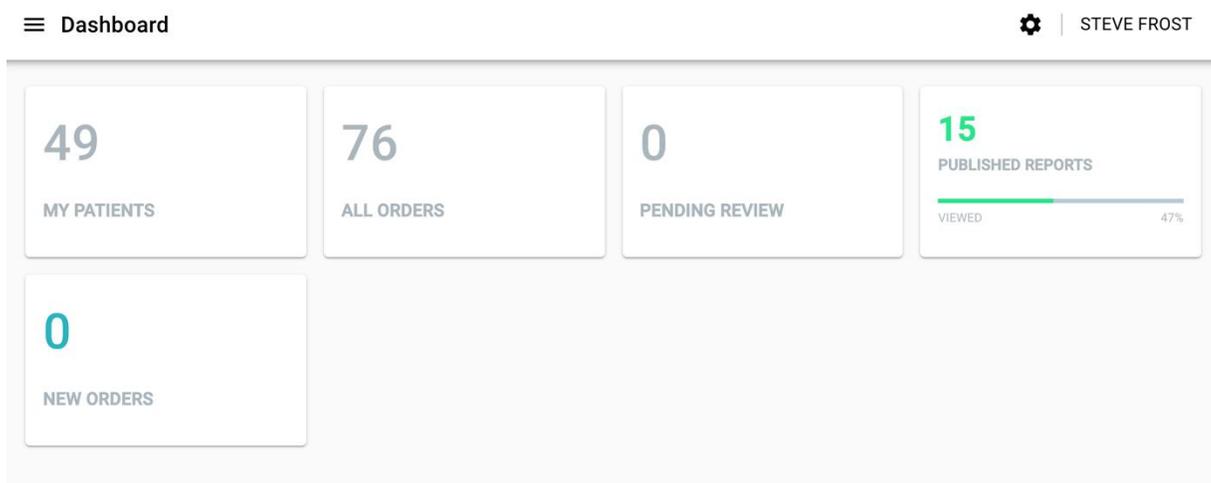
The Tiles

The tiles you see on your Dashboard are your counters and key performance indicators.

Click to open relevant data grids.

Number on top indicates total number of published reports for user organization

Progress bar indicates percentage of the “viewed” reports vs. “not viewed”.



User Drop-Down Menu - Profile

The drop-down menu on the upper right corner (your name) offers additional resources.

- **Personal Info** – view and edit your personal information by clicking on **Profile** in the dropdown menu after clicking on your name.

Profile STEVE FROST

PERSONAL INFO | MANAGE NOTIFICATIONS | CHANGE PASSWORD

First Name Steve	Last Name Frost	Title CORE Admin
Email Address	Address 123 Nice Houses Street	City Nicecity
State CA	ZIP 12345	Primary Phone 234-456-7789
Primary Fax	Role LWP_Admin	

Organizations

- Alpine County Health and Human Services
Alpine CHD
- Alameda County Public Health Laboratory
Alameda CHD

CANCEL SAVE

- **Manage Notifications** - add personal preferences for Portal notification events;

Profile STEVE FROST

PERSONAL INFO | **MANAGE NOTIFICATIONS** | CHANGE PASSWORD

#	Event	Type	Frequency	Enabled	Delete
1	New Report is available	Email	Immediately	no	

[ADD NOTIFICATION](#)

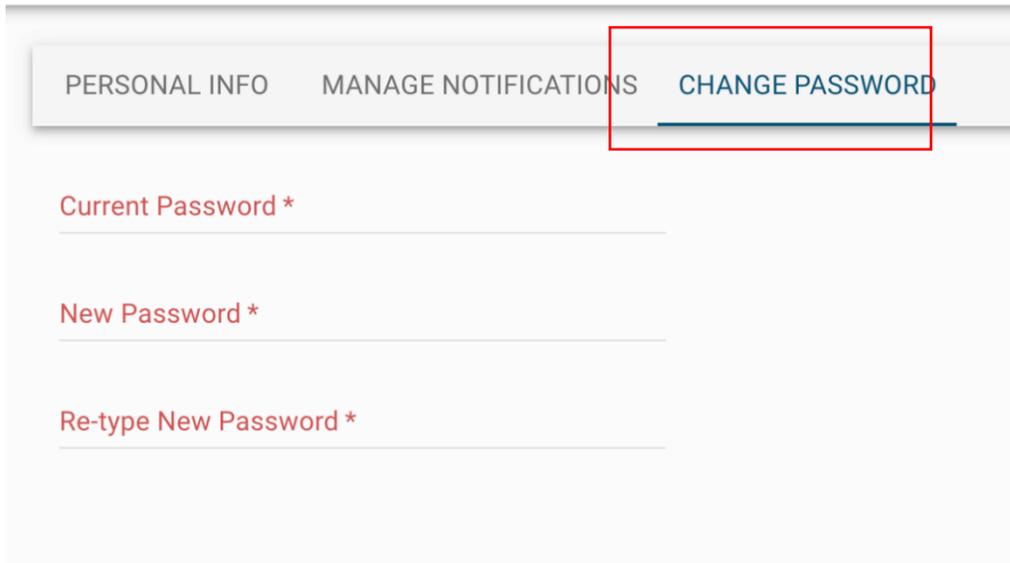
Enabled

New Report is available Email Immediately

SAVE

- **Change Password** – use to change your password.

☰ Profile



The screenshot shows a user profile page with three tabs: 'PERSONAL INFO', 'MANAGE NOTIFICATIONS', and 'CHANGE PASSWORD'. The 'CHANGE PASSWORD' tab is highlighted with a red box. Below the tabs, there are three input fields for password change: 'Current Password *', 'New Password *', and 'Re-type New Password *'. Each field has a horizontal line below it for text entry.

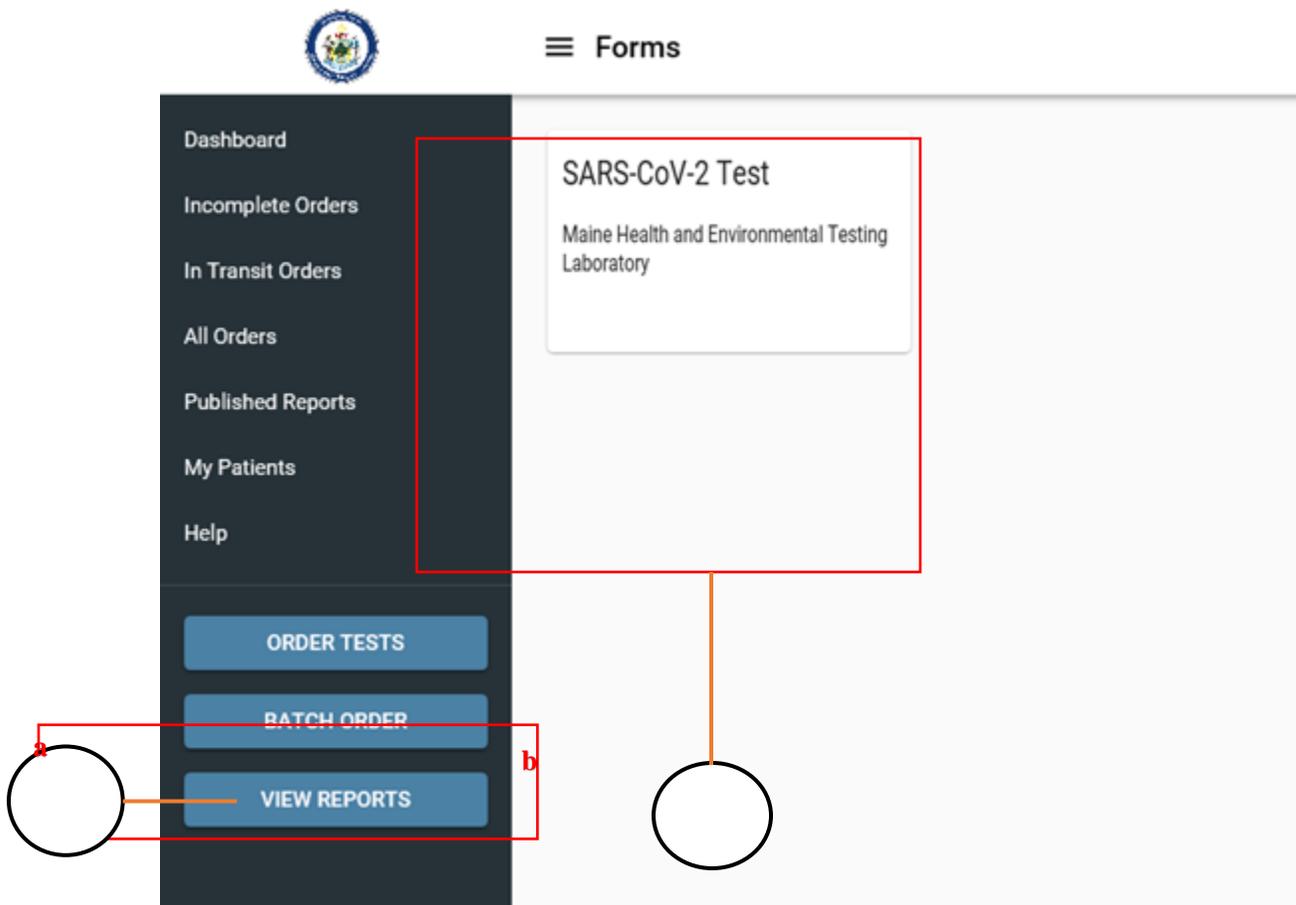
- **News** - view portal news/announcements.
- **Log out** – to log out of Portal

Order Tests

Test Requisition Form (TRF)

- a. Click **ORDER TESTS** Call-to-Action button
- b. Choose the “SARS-CoV-2 Test” form to order tests;

Note: You may have access to one or multiple forms depending on your user role.



Note: the fields that are required are indicated in red with an asterisk.

- **Patient Information section of TRF:** type the patient’s name in “Last name”
- **If the patient is already in the database,** a selection can be made from the drop-down options;

Note: Confirm the DOB match to your patient’s information

PATIENT INFORMATION

Last Name *

ge

x + 🔍

- Washington, George , 09/10/1910
- TAYLOR, ROGER , 12/31/1946
- SANCHEZ RODRIGUEZ, GERARDO ALEXIS , 07/29/1983
- LATHERS, GEORGETTA V, 12/15/1982
- JUNGLE, GEORGE , 01/09/2019



c. **Search** – open more detailed lookup;

d

d. **Add** – if you confirmed that the patient is not in the system by using the detailed lookup, add a new patient with the **+** icon.

A new screen will appear to allow for adding a new patient.

Use “Add new patient” form to enter all the necessary patient information and click **Submit**. New patient will be added to the system and related information propagated to the main form.

Add new patient

Last Name *	First Name *	MI
Date Of Birth *		
Street Address *		
City *	State * v	County
Zip Code *	Cell Number	
Sex *		
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown		
Race *		
<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Black or African American <input type="radio"/> White <input type="radio"/> Other <input type="radio"/> unknown <input type="radio"/> Refused to Report		
CLOSE		CLEAR
SUBMIT		

Edit Patient information by clicking on icon.

Delete selected patient information by clicking on icon.

- **Submitter Information section of TRF:**

Health Care Facility Name: will be based on your facility affiliation. If you are affiliated with a single facility the name will automatically be displayed.

If you are associated with multiple facilities, you can choose one associated with the test order by clicking the **magnifying glass** button, selecting a facility in the lookup and clicking **Apply**.

- **Ordering Provider:** An ordering provider name along with associated NPI# must be entered before continuing. Begin by typing in the name of the provider. If the clinician exists in the database for your facility, a listing will appear. Clicking the **magnifying glass** button will bring up all the provider names currently available. Add a new provider with the icon. The NPI# must be entered along with the name.

For Universal Testing Orders, use Dr Siiri Bennett, with NPI# 9999999999.

- **Specimen Information section of TRF:**

Select **Specimen Type** from the list of available values;

Choose the Collection Date from Calendar icon or type the desired date and time.

The screenshot shows a web form titled "[Maine] COVID 19" with the user name "LORI WEBBER" in the top right. The form is divided into sections. The first section is "ICD-10 Code(s)/Diagnosis" with a search bar and a dropdown menu showing "U07.1 COVID-19 acute respiratory disease". The second section is "SPECIMEN INFORMATION" and contains several fields: "Specimen Collection Date and Time *" with the value "07/15/2020 10:50 pm" and a calendar icon; "Date of Onset" with a calendar icon; "Test *" with a radio button selected for "Novel Coronavirus 2019 Real Time RT-PCR"; "Specimen Source *" with radio buttons for "Anterior Nares (nasal swab)", "Nasal mid-turbinate (nasal swab)" (which is selected), "Nasopharyngeal", "Oropharyngeal (Throat)", and "Other"; and "Supervised onsite self-collection *" with radio buttons for "Yes" and "No". A red error message "This field is required" is visible below the supervised collection field. At the bottom right of the form are buttons for "CLEAR", "SAVE", and "SUBMIT".

- **Additional comments section of TRF**

Add additional information if necessary

The screenshot shows a section of the form with the heading "Specimen Source *" and five radio button options: "Anterior Nares (nasal swab)", "Nasal mid-turbinate (nasal swab)", "Nasopharyngeal", "Oropharyngeal (Throat)", and "Other". Below this is a text input field labeled "Additional Comments/Information".

e. Click **Submit** button upon the completion to submit your order.

Note: If any of the required fields are not populated or populated incorrectly, an error will appear to show the missing fields. User can click on any field in the dialog and get navigated to the exact field on the form to correct the issue.

The screenshot shows the [Maine] COVID 19 web application interface. The search bar contains 'U07.1 COVID-19 acute respiratory disease'. The 'SPECIMEN INFORMATION' section includes fields for 'Specimen Collection Date and Time *' (with a red underline and 'This field is required' message), 'Date of Onset', 'Test *' (with 'Novel Coronavirus 2019 Real Time RT-PCR' selected), and 'Specimen Source *' (with radio buttons for 'Anterior', 'Other', 'Nasopharyngeal', and 'Oropharyngeal (Throat)'). A red error message box is overlaid on the form, listing missing or incorrect fields: 'Last Name', 'Ordering Provider', 'Specimen Collection Date and Time', and 'Specimen Source'. A red circle highlights the error message box.

Once test order is ready to be submitted, “Certification of Test Order” message is displayed. User needs to click **AGREE** to move forward.

Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

CANCEL **AGREE**

Finish placing the order by providing responses to the Asked-At-Order-Entry (AOE) questions.

Please respond to the following questions:

Hospitalized?

Answer *

Yes No

If Yes, Facility Name?

Answer

Health Care Worker?

Answer *

Yes No

CANCEL SUBMIT

NOTE FOR SWAB AND SEND SITES:

Under ADDITIONAL COMMENTS

Please enter “Swab and Send” followed by site location.

Ex.: Swab and Send – Lewiston

This will help us identify that your facility is a Swab and Send Site

NOTE FOR SCHOOL SITES:

Under ADDITIONAL COMMENTS

Please enter “SCHOOL” followed by school location.

Ex.: SCHOOL – Lewiston HS

This will help us identify the school that was tested

Once test order has been submitted, a confirmation message is displayed.

Note: The Portal Order ID (in bold below) uniquely identifies the test order in the system.

Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.

[PRINT](#) [COPY ORDER](#) [CLOSE](#)

- Click **Copy Order** to continue adding more orders for your facility. It will copy all the information from the current order except patient information
- Click **Print** button to print the Order manifest in a pdf format.
Note: the barcode in the upper right corner represents the Portal Order ID.

A printed copy of the submission form MUST always accompany the specimen.

The Order manifest can be accessed at any point by clicking on the value under Portal Id column in the **All Orders** data grid.

Maine Health and Environmental Testing Laboratory
 221 State Street
 12 State House Station
 Augusta, Maine 04333

SARS-CoV-2 Specimen Submission Form
 Date Submitted: 7/26/2020 8:55:26 PM
 Submitted By: Lori Webber



Order ID: **OIDME200000170**

Patient Information	
Last Name: Testbatch18	First Name: Maple
Date of Birth: 04/04/1989	
Address: 102 Franklin Avenue	
City: Portland	State: ME Zip Code: 04102
Sex: Female	
Race: Two or more races	
Ethnicity: Non-Hispanic or Latino	MRN:
Facility Information	
Facility Name: St. Marys Regional Medical Center - Lab	
Phone Number: 777-8100	Fax Number: 777-8314
Address: PO Box 291	
City: Lewiston	State: ME Zip Code: 04243
Ordering Physician: Dematteo, Christine	NPI: 0121563288
Phone Number:	Fax Number:
Email:	
ICD-10 Code(s)/Diagnosis:	
Specimen Collection Information	
Specimen Collection Date: 7/23/2020 1:55:00 PM	Onset Date:
Specimen Source: Nasal mid-turbinate (nasal swab)	Supervised onsite self-collection: No
Additional Comments/Information:	
Q&A	
Hospitalized?	No
If Yes, Facility Name?	Swab and Send Lewiston
Health Care Worker?	No
If Yes, Facility Name?	
First Responder (Police, Fire, EMS)?	
If Yes, Organization?	
Congregate Setting (LTC, Jail, shelter, farm, etc)?	
If Yes, Facility Name?	
Patients older than 60 years?	
Patient	
Symptoms:	
Patients with underlying medical conditions?	
If Yes, specify:	

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Saving Test Orders

Incomplete test orders can be saved to be completed and submitted later.

- Click the **Save Order** button in the bottom right corner of the Test Order form.
- Click **Yes** in the dialog below.

Save order

Would you like to save this order?

CANCEL YES

Confirmation message is displayed.

Note: The Portal Order ID uniquely identifies test order in the system.

Order saved

Your test order has been saved as **OIDIL200000013** in Incomplete Orders.

CLOSE

The saved order will be placed in the **Incomplete Orders**. A navigation link will be accessible on the **Dashboard**.

To retrieve the saved order, go to the **Incomplete Orders** navigation link, locate the order record and click on it. To discard saved order, click on  icon.

Batch Upload

NOTE: For facilities using a “csv” file to import into Excel Spreadsheet template, please see APPENDIX 1

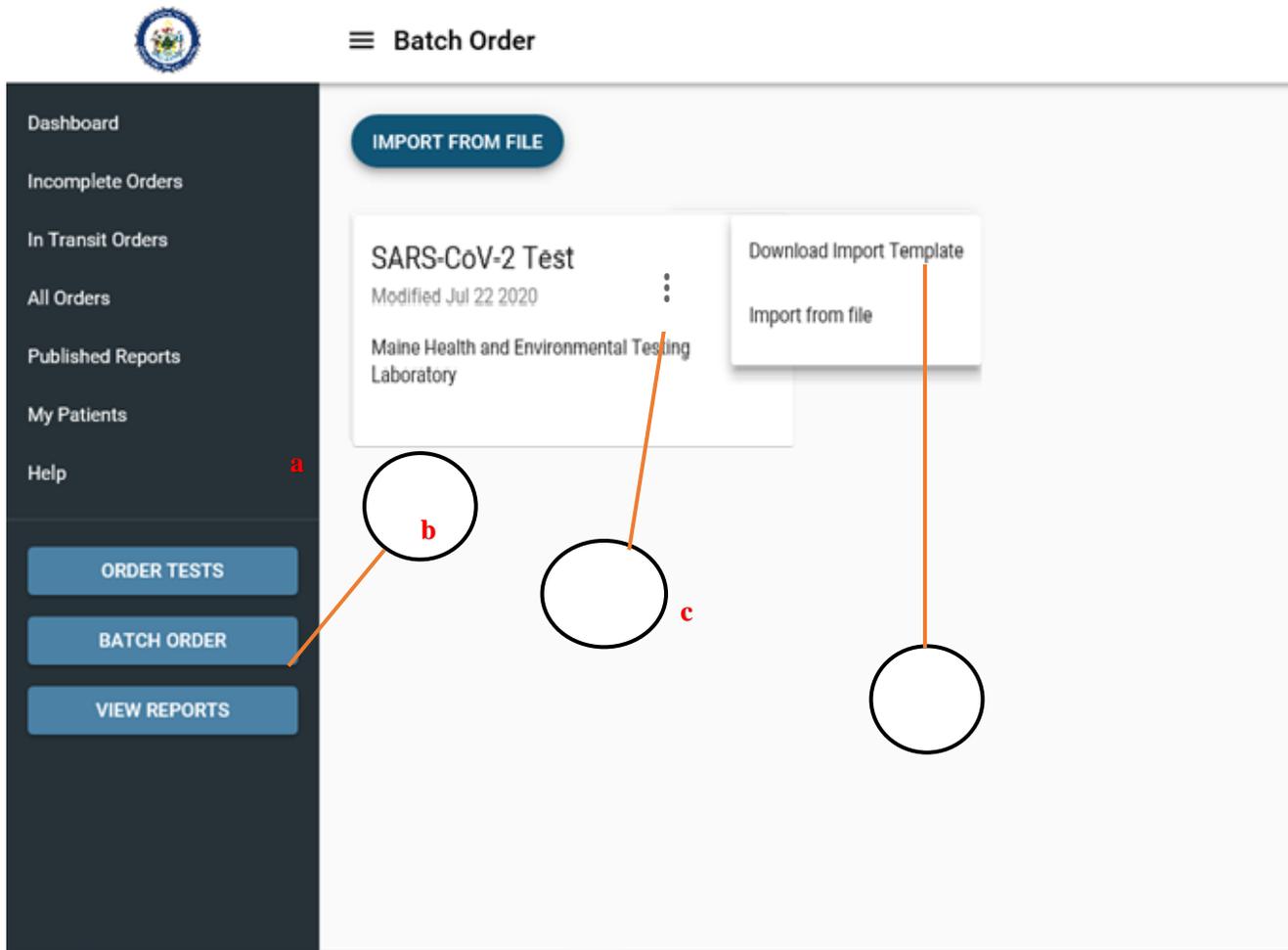
Upload multiple test orders at once.

Download the **Import Template** that has all the required fields and response options required for the Batch Upload **prior** to specimen collection and submission. This is important in order to correctly gather the required order fields and patient information.

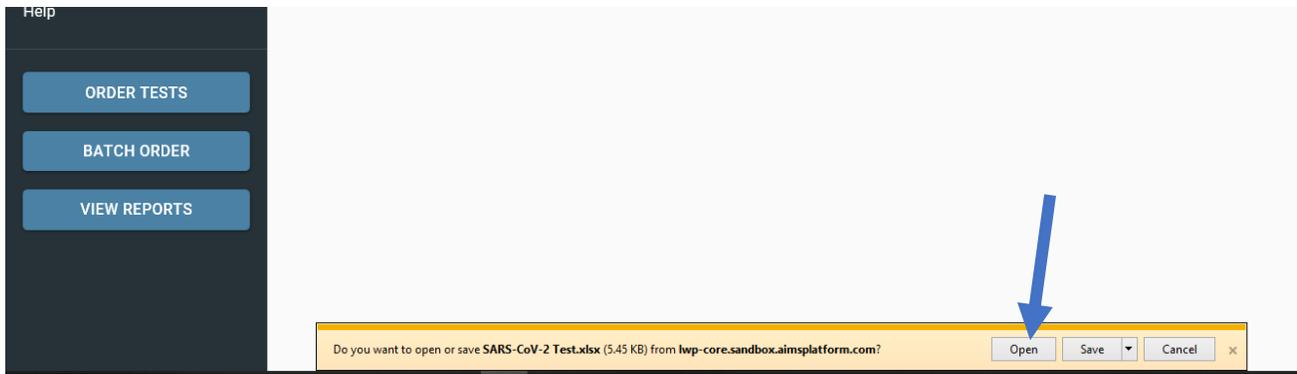
To Download the Excel Spreadsheet

- a. Click **BATCH UPLOAD** button on the **Dashboard**.

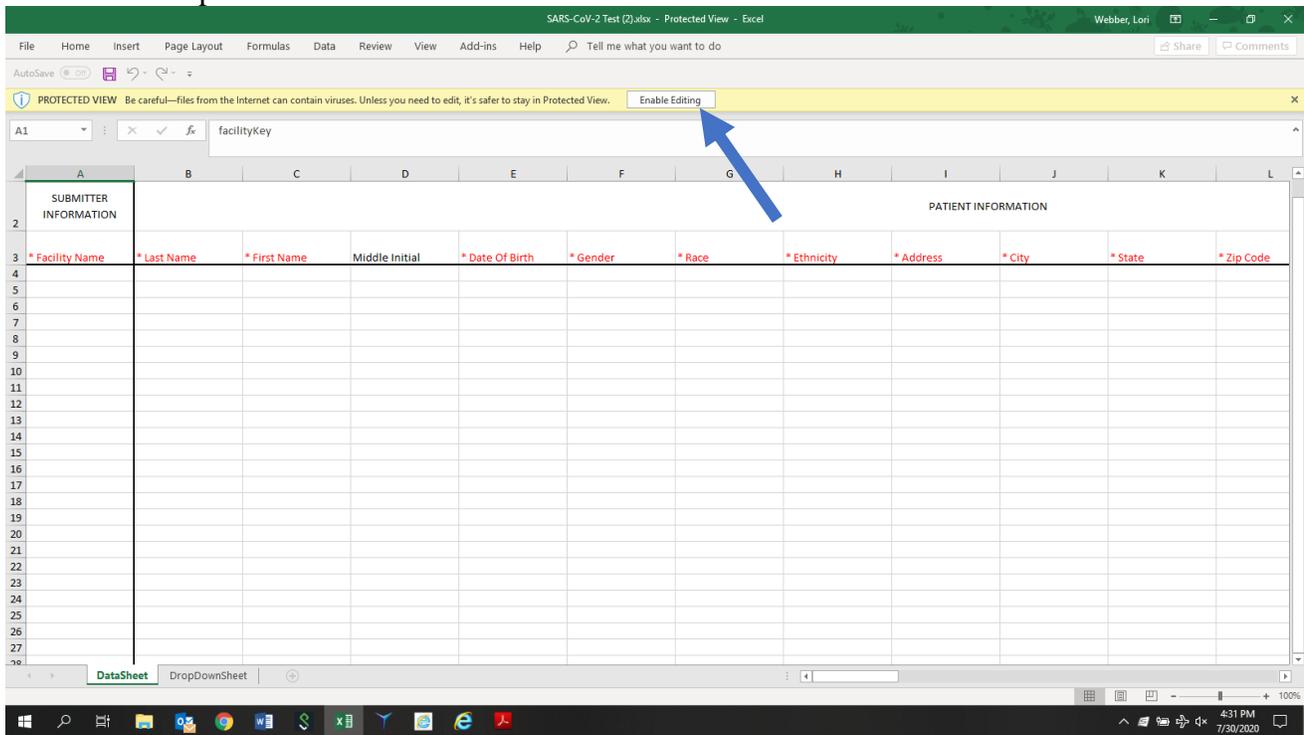
IMPORTANT NOTE: ALWAYS download the batch upload template for every use. This ensures that the most up to date template is being used.



- b. Click the 3-button link on the upper corner of the tile.
- c. Select **Download Import Template** from the two menu options.
- d. Select **OPEN** once the box at the bottom of the screen appears.



e. Click on “Enable Editing” button at the top of the sheet in order to begin using the template.



f. Enter the required information. Enter one line in the sheet for each specimen being submitted.

g. REQUIREMENTS of the Batch Upload template:

- ❖ All fields in red are required.
- ❖ If a red field(s) is missed in the **Patient Information, Submitter Information** or **Physician** sections, no data will be imported for that section.
- ❖ If a red field(s) is missed in the **Patient Information, Insurance Information** neither section’s data will import.

- ❖ If a field has a dropdown menu, select from the menu options **ONLY**. Do not type in these fields.
- ❖ Ensure correctness of information entered on the Excel spreadsheet **PRIOR** to upload.
- ❖ Ensure that only copy and paste is used to quickly enter the same information for many samples. **DO NOT USE** “fill down” functionality of Excel.

h. The Excel Spreadsheet may now be filled with the required details in each field.

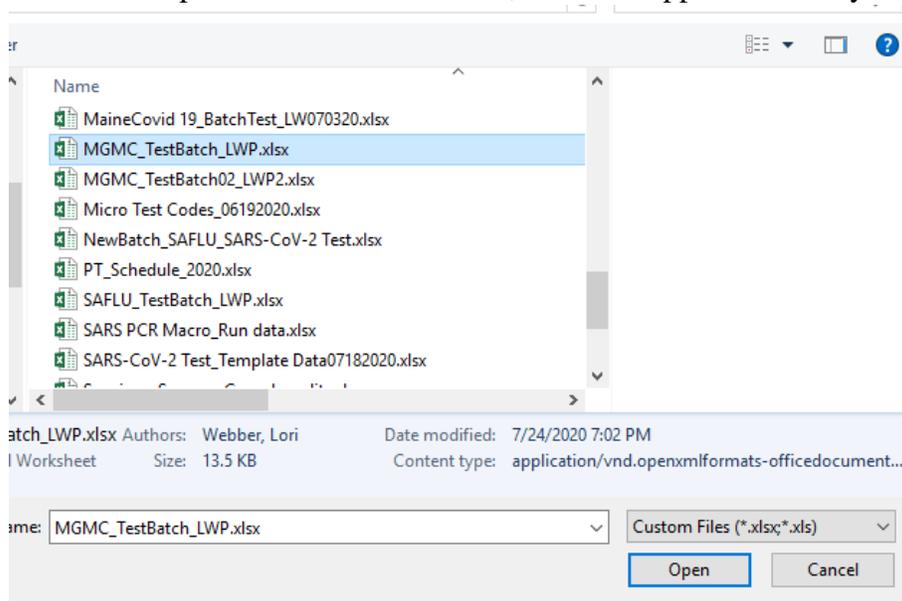
Note: there are dropdown menus for some of the required values.

i. Enter one line of data for each specimen that is being submitted.

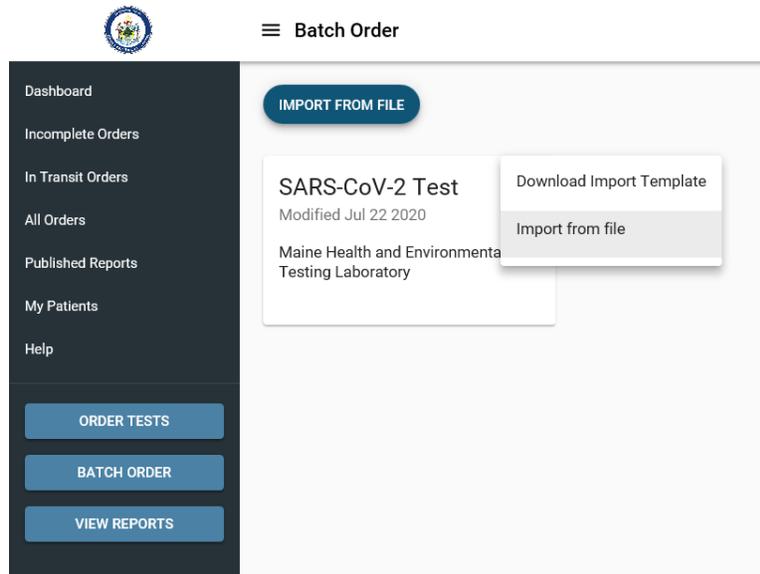
j. Requirements of the **Batch Upload template**:

- All fields in **RED** are required
- **ALWAYS** download the template for every use. This ensures the most up to date version is being used.

k. Once the spreadsheet has been filled, **SAVE** to approved facility folder.

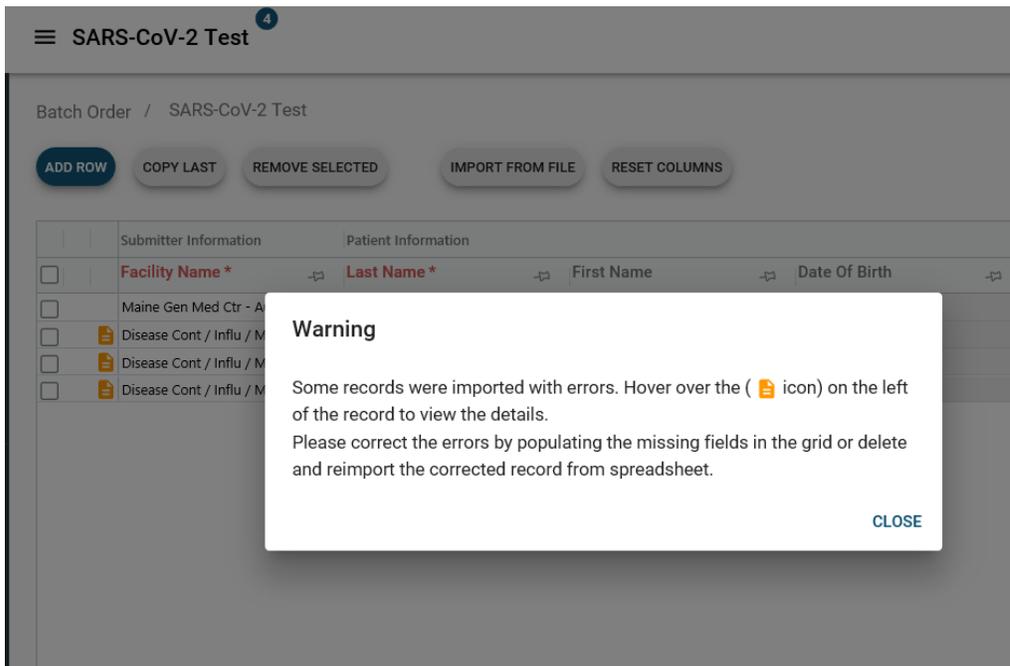


1. Go back to the Dashboard, click on the 3-button link, then choose **Import from File**.



- m. Choose the appropriate file for upload, then click **OPEN** button.
- n. Specimen and patient information should now show in the Portal grid.

NOTE: If errors occur a message will appear to indicate a problem. Close the message box and correct the errors. The file can then be submitted.



Submitting Orders and Printing Submission Forms

- a. Once portal information is uploaded with no errors to correct, click on SUBMIT at the bottom right of the screen.

Dashboard / SARS-CoV-2 Test

ADD ROW COPY LAST REMOVE SELECTED IMPORT FROM FILE RESET COLUMNS

	Submitter Information	Patient Information	Ordering Provider	Specimen
<input type="checkbox"/>	Facility Name *	Last Name * First Name	Ordering Provider *	Specimen
<input type="checkbox"/>	Disease Cont / Infl / MeCDC / DHH CASE1	TEST	Bennett, Siiri	08/15
<input type="checkbox"/>	Disease Cont / Infl / MeCDC / DHH CASE2	TEST	Bennett, Siiri	08/15

RESET SUBMIT

- b. A message box will appear to verify submission of file. Click on SUBMIT.

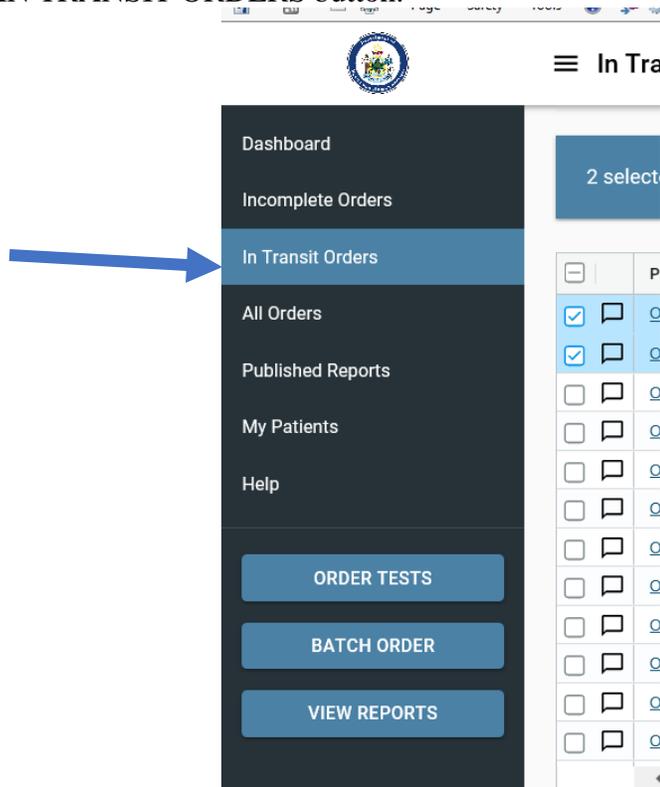
Submit

Are you sure you want to submit all records?

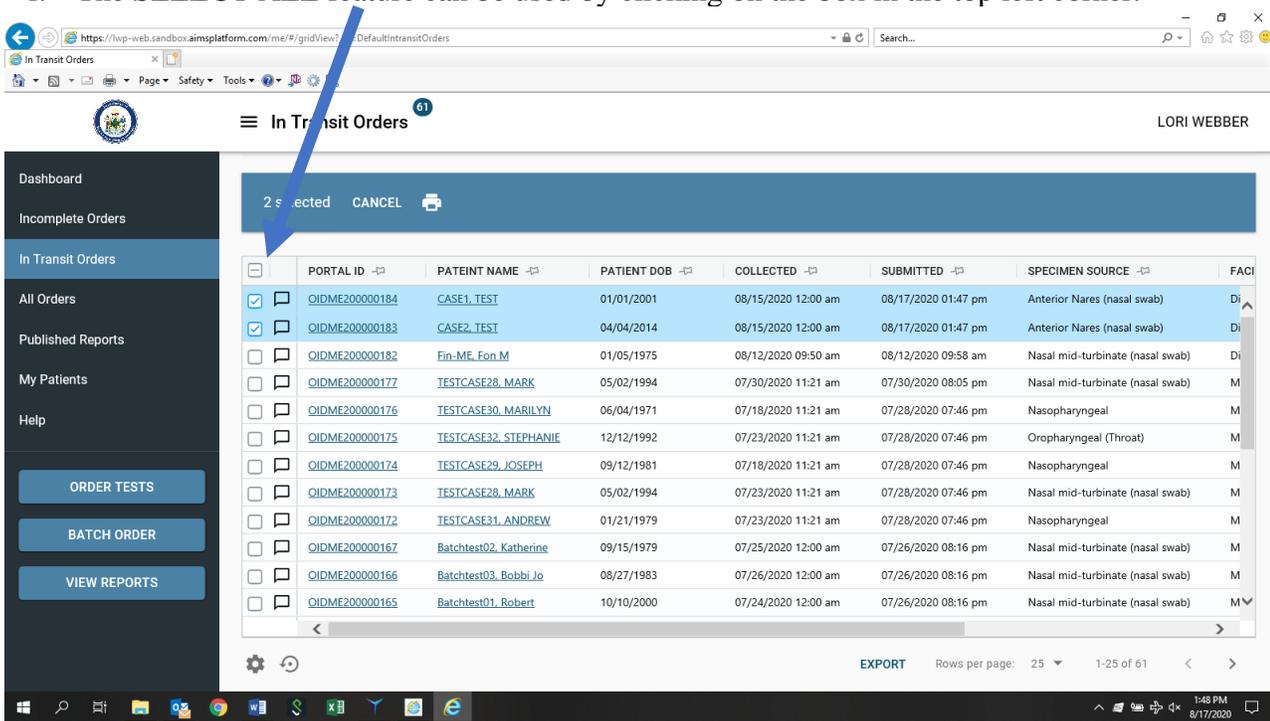
CANCEL SUBMIT

A printed copy of the submission form MUST always accompany the specimen.

- c. Go back to the Dashboard.
- d. Click on IN TRANSIT ORDERS button.



- e. Select the records that are associated with the samples that will be sent to the Maine HETL.
- f. The SELECT ALL feature can be used by clicking on the box in the top left corner.



g. Click on the Printer Icon.

Portal ID	PATIENT NAME	PATIENT DOB	COLLECTED	SUBMITTED	SPECIMEN SOURCE	FACI
<input checked="" type="checkbox"/>	OIDME200000184 CASE1_TEST	01/01/2001	08/15/2020 12:00 am	08/17/2020 01:47 pm	Anterior Nares (nasal swab)	Di
<input checked="" type="checkbox"/>	OIDME200000183 CASE2_TEST	04/04/2014	08/15/2020 12:00 am	08/17/2020 01:47 pm	Anterior Nares (nasal swab)	Di
<input type="checkbox"/>	OIDME200000182 Fin-ME, Fon M	01/05/1975	08/12/2020 09:50 am	08/12/2020 09:58 am	Nasal mid-turbinate (nasal swab)	Di
<input type="checkbox"/>	OIDME200000177 TESTCASE28_MARK	05/02/1994	07/30/2020 11:21 am	07/30/2020 08:05 pm	Nasal mid-turbinate (nasal swab)	M
<input type="checkbox"/>	OIDME200000176 TESTCASE30_MARILYN	06/04/1971	07/18/2020 11:21 am	07/28/2020 07:46 pm	Nasopharyngeal	M
<input type="checkbox"/>	OIDME200000175 TESTCASE32_STEPHANIE	12/12/1992	07/23/2020 11:21 am	07/28/2020 07:46 pm	Oropharyngeal (Throat)	M
<input type="checkbox"/>	OIDME200000174 TESTCASE29_JOSEPH	09/12/1981	07/18/2020 11:21 am	07/28/2020 07:46 pm	Nasopharyngeal	M
<input type="checkbox"/>	OIDME200000173 TESTCASE28_MARK	05/02/1994	07/23/2020 11:21 am	07/28/2020 07:46 pm	Nasal mid-turbinate (nasal swab)	M
<input type="checkbox"/>	OIDME200000172 TESTCASE31_ANDREW	01/21/1979	07/23/2020 11:21 am	07/28/2020 07:46 pm	Nasopharyngeal	M
<input type="checkbox"/>	OIDME200000167 Batchtest02_Katherine	09/15/1979	07/25/2020 12:00 am	07/26/2020 08:16 pm	Nasal mid-turbinate (nasal swab)	M
<input type="checkbox"/>	OIDME200000166 Batchtest03_Bobbi Jo	08/27/1983	07/26/2020 12:00 am	07/26/2020 08:16 pm	Nasal mid-turbinate (nasal swab)	M
<input type="checkbox"/>	OIDME200000165 Batchtest01_Robert	10/10/2000	07/24/2020 12:00 am	07/26/2020 08:16 pm	Nasal mid-turbinate (nasal swab)	M

h. A message box will appear. Click on SAVE.

i. Click on OPEN.

A report box will appear to provide the option to print out the submission forms. The forms can be printed out all at the same time, as long as they were check marked at the beginning of the process.

Cancelling orders

If an order was put in incorrectly or needs to be cancelled, you can cancel a requested test while it is still in In Transit status. This is done in the In Transit Orders module cancel button that resembles a circle with a X in it.

The screenshot shows the 'In Transit Orders' module. On the left is a navigation sidebar with options like 'Dashboard', 'Incomplete Orders', 'In Transit Orders', 'All Orders', 'Published Reports', 'My Patients', and 'Help'. At the bottom of the sidebar are buttons for 'ORDER TESTS', 'BATCH ORDER', and 'VIEW REPORTS'. The main area features a search bar and a table of orders. The table has columns for 'TAL ID', 'PATIENT NAME', and 'PA'. A 'Cancel Order' button is highlighted with a blue circle and an arrow pointing to it. The button is a circle with a white 'X' on a blue background.

	TAL ID	PATIENT NAME	PA
<input type="checkbox"/>	OIDME200000427	Test-mel, FN	01/
<input type="checkbox"/>	OIDME200000426	MAINE, TESTA	09/
<input type="checkbox"/>	OIDME200000425	Test-b-10, FN	01/
<input type="checkbox"/>	OIDME200000424	Test-b-9, FN	01/
<input type="checkbox"/>	OIDME200000423	Test-b-7, FN	01/
<input type="checkbox"/>	OIDME200000422	Test-b-8, FN	01/
<input type="checkbox"/>	OIDME200000421	Test-b-6, FN	01/
<input type="checkbox"/>	OIDME200000420	Test-b-5, FN	01/
<input type="checkbox"/>	OIDME200000419	Test-b-4, FN	01/
<input type="checkbox"/>	OIDME200000418	TEST-B-3, FN	01/
<input type="checkbox"/>	OIDME200000417	TEST-B-2, FN	01/
<input type="checkbox"/>	OIDME200000416	Test-b-1, FN	01/
<input type="checkbox"/>	OIDME200000415	MAINE, TESTA	09/

After clicking on the cancel order button, a box will open that will require a comment for why the sample is being cancelled after which you will click yes to complete the cancel operation.

Cancel Order

Once order is cancelled it can't be brought back. Continue?

Reason *

Cancelled Appointment

NO

YES

After a sample is cancelled the cancel button will disappear for that sample.

Accessing Orders, Reports and Patients

Tracking Order Status

To see a status of your test order, open **All Orders** grid, locate your order, and look for a value in the **Status** column. It can be one of the following:

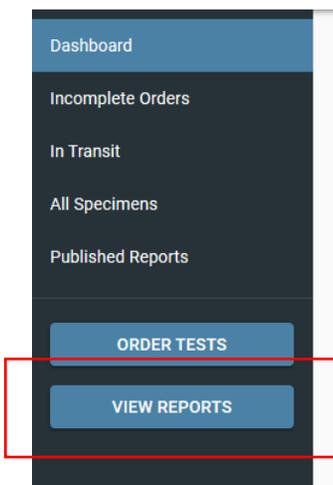
- f. **InTransit** – order has been submitted but not yet received by the lab
- g. **ReceivedInLab** – order has been received in lab but not yet tested
- h. **InProcess** – order is being tested by the lab
- i. **Released** – testing is done, order is released, results reports published
- j. **Canceled** – order is canceled

To view order related events across time, open **All Specimens** grid, locate your order and hover over  icon:



Viewing Reports

To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation bar.



The **Unread Reports** grid is displayed.

- k. Not viewed orders are displayed in bold.

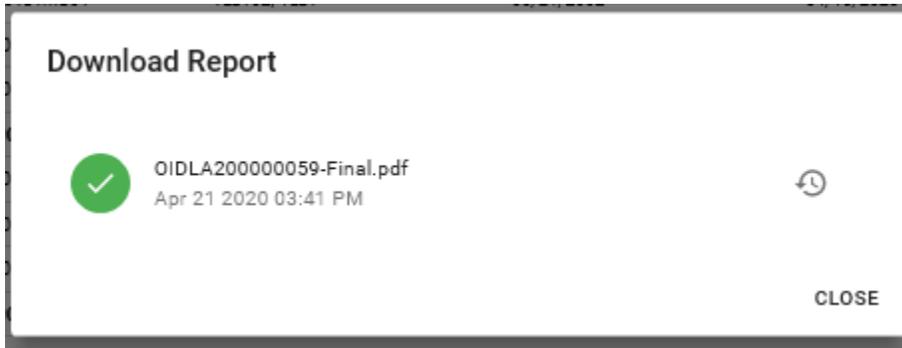
- I. Once report has been viewed, the order disappears from the Unread Reports grid and moves to the Published Reports grid.

	SPECIMENID	LIMSACCESSIONID	PATIENTNAME	PATIENTDATEOFBIRTH	DATECOLLECTED	DATERECEIVED	OUTCOME
<input type="checkbox"/>	OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963	04/19/2020 04:27 pm	04/21/2020 04:38 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013	04/21/2020 04:06 pm	04/21/2020 04:10 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000057	C20000210MB01	ana, mama	02/02/2000	04/21/2020 02:30 pm	04/21/2020 04:04 pm	Positive
<input type="checkbox"/>	OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977	04/21/2020 02:18 pm	04/21/2020 02:24 pm	SARS-Co
<input type="checkbox"/>	OIDLA200000053	C20000206MB01	Washington, George	09/10/1910	04/21/2020 12:13 pm	04/21/2020 01:13 pm	Positive
<input type="checkbox"/>	OIDLA200000039	N20000191MB01	TEST, TEST	09/08/1985	04/20/2020 08:12 am	04/20/2020 01:20 pm	SARS-Co

Click on icon to view all published patient reports associated with an order.

Note: Latest report always appears on top.

Unopened report will have a “NEW” tag in red and no checkmark inside the green circle. The type of the report (Final, etc.) will be displayed as a part of the PDF name.



Use to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)

Click on icon to share published patient report with a 3rd party.

Populate Subject, Email addresses, Message and click Submit.

Note: recipient will get temporary access to the portal to download shared reports. To download or share multiple patient reports at once, select multiple orders and then click

on to download a single PDF with multiple patient reports or to share multiple patient reports at once. Results Reports can also be viewed in the **All Specimens** data grid.

3 selected

CANCEL



		SPECIMENID	LIMSACCESSIONID	PATIENTNAME	PATIENTDATEOFBIRTH
<input checked="" type="checkbox"/>		OIDLA200000059	C20000212MB01	Cruise, Tom	02/02/1963
<input checked="" type="checkbox"/>		OIDLA200000058	C20000211MB01	SNAKE, SILLY	02/06/2013
<input checked="" type="checkbox"/>		OIDLA200000057	C20000210MB01	ana, mama	02/02/2000
<input type="checkbox"/>		OIDLA200000056	C20000209MB01	Silly, String R	04/12/1977
<input type="checkbox"/>		OIDLA200000053	C20000206MB01	Washington, George	09/10/1910

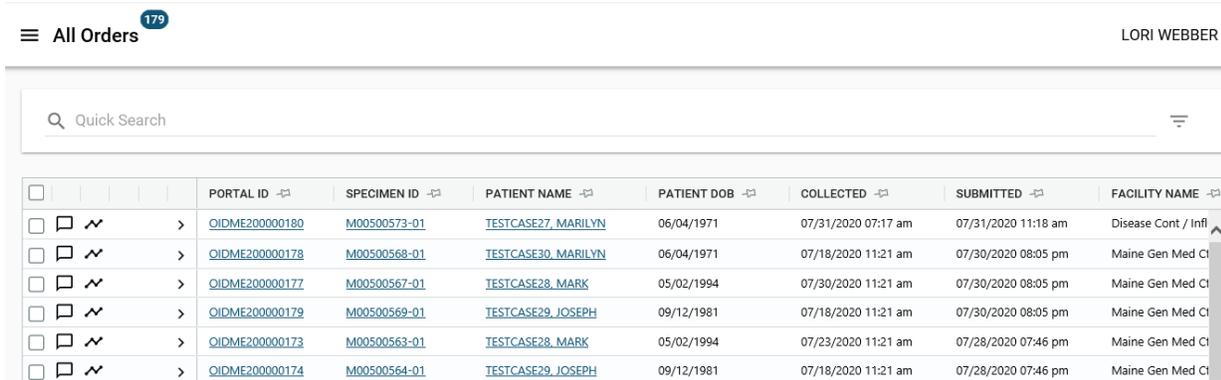
Data grids

Click on any column in the grid to order by it. To order by multiple columns, click and hold Shift and click on the columns to order.

Click on to pin one or multiple columns to the left side of the grid.

Quick Search

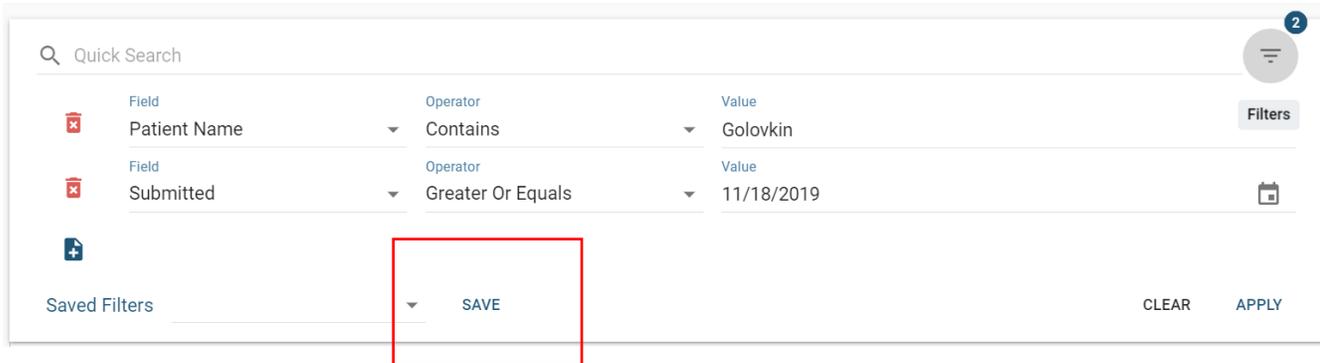
Use “Quick Search” box at the top to search across all columns in the grid:



The screenshot shows the top navigation bar with 'All Orders' and a notification badge '179'. The user name 'LORI WEBBER' is in the top right. Below is a 'Quick Search' input field with a search icon and a filter icon. A table of orders is displayed below the search bar.

	PORTAL ID	SPECIMEN ID	PATIENT NAME	PATIENT DOB	COLLECTED	SUBMITTED	FACILITY NAME
<input type="checkbox"/>	OIDME200000180	M00500573-01	TESTCASE27_MARILYN	06/04/1971	07/31/2020 07:17 am	07/31/2020 11:18 am	Disease Cont / Infl
<input type="checkbox"/>	OIDME200000178	M00500568-01	TESTCASE30_MARILYN	06/04/1971	07/18/2020 11:21 am	07/30/2020 08:05 pm	Maine Gen Med Cl
<input type="checkbox"/>	OIDME200000177	M00500567-01	TESTCASE28_MARK	05/02/1994	07/30/2020 11:21 am	07/30/2020 08:05 pm	Maine Gen Med Cl
<input type="checkbox"/>	OIDME200000179	M00500569-01	TESTCASE29_JOSEPH	09/12/1981	07/18/2020 11:21 am	07/30/2020 08:05 pm	Maine Gen Med Cl
<input type="checkbox"/>	OIDME200000173	M00500563-01	TESTCASE28_MARK	05/02/1994	07/23/2020 11:21 am	07/28/2020 07:46 pm	Maine Gen Med Cl
<input type="checkbox"/>	OIDME200000174	M00500564-01	TESTCASE29_JOSEPH	09/12/1981	07/18/2020 11:21 am	07/28/2020 07:46 pm	Maine Gen Med Cl

Click on  button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.



The screenshot shows the filter panel with two filters applied: 'Patient Name' with operator 'Contains' and value 'Golovkin', and 'Submitted' with operator 'Greater Or Equals' and value '11/18/2019'. A 'SAVE' button is highlighted with a red box. Other buttons include 'CLEAR' and 'APPLY'.

Use the SAVE button to save filters for repeated searches.

Patient Information

To access your patients at any time, click on **My Patients** link in the navigation bar. Search and click on the patient record to open patient information page.

Note: Patient page can also be accessed from All Specimens grid by clicking on a Patient Name link. Patient **Demographics** page – displays patient demographic information. Information can be edited

PATIENT DEMOGRAPHIC
ORDERS

Last Name Washington		First Name George		MI MI
Date Of Birth 09/10/1910		Date Of Death 04/19/2020		
Address 123 American St			City Monroe	
State LA	Zip Code 71111	Parish Madison		
Marital Status				
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female				
Race <input type="radio"/> Other				
Ethnicity <input type="radio"/> Hispanic				
MRN 12345		Medicaid Number 65thg		

EDIT

and saved.

Orders – displays all submitted orders for the patient. In addition to being patient specific, orders are also filtered by organizations to which the user has access.

PATIENT DEMOGRAPHIC
ORDERS

		KEY	STATUS	SPECIMEN ID	COLLECTED	SUBMITTED	FACILITY NAME	SPECIMEN TYPE	TRF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000377	InTransit		04/23/2020 03:17 pm	04/23/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000376	InTransit		04/23/2020 02:15 pm	04/23/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000370	InTransit		04/23/2020 09:53 am	04/23/2020	Test Health Unit	Blood - Serum	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000369	InTransit		04/23/2020 08:06 am	04/23/2020	Test Health Unit	Blood - Serum	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000358	InTransit		04/23/2020 06:12 am	04/23/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000344	InTransit		04/23/2020 03:18 am	04/23/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000337	InTransit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000336	InTransit		04/14/2020 10:57 pm	04/22/2020	Test Health Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000333	InTransit		04/22/2020 04:41 pm	04/22/2020	Test Health Unit	Nasopharyngeal	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000332	InTransit		04/22/2020 04:41 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combination)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000328	InTransit		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000326	PendingReview		04/22/2020 04:20 pm	04/22/2020	Test Health Unit	Nasopharyngeal / Oropharyngeal (Combination) Swab	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000322	InTransit		04/22/2020 11:56 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000320	InTransit		04/22/2020 09:45 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000314	InTransit		04/22/2020 08:37 am	04/22/2020	Test Health Unit	Swab	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000313	InTransit		04/22/2020 02:10 am	04/22/2020	Test Health Unit	Nasopharyngeal	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CID19200000312	InTransit		04/22/2020 01:06 am	04/22/2020	Test Health Unit	Nasopharyngeal	

EXPORT
Rows per page: 25
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